

PS-10.19, "PROGRAMS/COURSES AND HYBRID HOUSING; DEVELOPMENT & APPROVAL,"
SCDC POLICY

NUMBER: PS-10.19

TITLE: PROGRAMS/COURSES AND HYBRID HOUSING; DEVELOPMENT AND APPROVAL

ISSUE DATE: June 21, 2018

RESPONSIBLE AUTHORITY: PROGRAMS AND SERVICES

OPERATIONS MANUAL: PROGRAM SERVICES

SUPERSEDES: NONE - NEW POLICY

RELEVANT SCDC FORMS/SUPPLIES: Program Request Form 10-26, "Programs Request Form."

ACA/CAC STANDARDS: 4-ACRS-5A-01, 4-ACRS-7D-02, 4-4277, 4-4428 STATE/FEDERAL
STATUTES: NONE.

PURPOSE: To provide guidelines for the development of all programs/courses and hybrid housing for inmates within SCDC. NOTE: This excludes programming and instruction provided by Behavioral/Mental Health & Substance Abuse Services, Youthful Offender Parole & Reentry Services, and the Palmetto Unified School District.

POLICY STATEMENT: SCDC is committed to overseeing and providing quality programming and courses to assist inmates in multiple areas. It is the intent of Programs and Services to evaluate each program and course offered the inmate population by SCDC staff and volunteers.(4-4428)

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SPECIFIC PROCEDURES:

1. FORM COMPLETION: Each Warden is responsible for submitting SCDC Form 10-26, "Programs Request Form," as a request for a new program or course proposed to be offered for inmates.

1.1. Each form must be completed, to include who will be instructing the course (Staff, Volunteer, or Inmate), identifying the specific audience for whom the course is intended, detailed program content, defined expectations and benefits to the population, as well as anticipated outcomes,

- Instructors must be qualified to teach the requested course.
- Qualified is defined as personal job experience, professional certification/training, or education in the subject matter.

1.2. SCDC staff will complete Form 10-26. Incomplete forms will be returned to the institution, unapproved.

2. EVALUATION: For every program, course, and hybrid/specialized housing within SCDC, Programs and Services will evaluate program structure, program content, program purpose, quality of instruction, and opportunities to increase personal growth, change, and enrichment, as well as relevance to the needs of the institution's population.

3. APPROVAL: All programs within SCDC, except for the two exclusions referenced above, must be approved by Programs and Services, prior to implementation.

4. SUSPENSION/TERMINATION: Programs/Courses implemented without written prior approval, SCDC Form 10-26, are subject to suspension/termination until each such programs/courses can be evaluated.

5. HYBRID/SPECIALIZED HOUSING: Implementation of Hybrid and Specialized Housing, as it pertains to inmates in General Population (excluding Behavioral Health/Mental Health and Substance Abuse and Youthful Offender Parole and Reentry), will be coordinated with the Programs and Services. Hybrid and Specialized Housing requires programming/courses specific to the population housed in selected institutions or dorms. Programs and Services will be involved, from concept through implementation, having significant input and the ultimate decision on what programming/courses will be offered.

6. DEFINITIONS: None

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

Date of Signature